



DOT Employee Newsletter February 2001

"In the Interest of Economy and Efficiency"

*by George C. Fields, Director
Transportation Administrative
Service Center (TASC)*

TASC's mandate stretches back to the formative years of the Department of Transportation. In 1966, Public Law 89-670, authorized the Secretary: *"...to establish a working capital fund, to be available without fiscal year limitation for expenses necessary for the maintenance and operation of such common administrative services as he shall find to be desirable in the interest of economy and efficiency..."*

That working capital fund operated within the Office of the Assistant Secretary of Administration until 1995, when TASC was established as the operational embodiment of that fund. In essence, the original legislation that authorized the fund now exists as a functional, accountable enterprise.

On behalf of the entire Department, TASC harnesses economies of scale and draws on best practices throughout the public and private sector, assuring the

"economy and efficiency"

envisioned by lawmakers decades ago. We leverage our expertise beyond the walls of DOT, enabling other government agencies to solve knotty problems and become more streamlined. We free them to devote more resources to their core missions, and from our experiences with them, we learn how to do our work even better.

TASC operates without appropriation, supporting its efforts on a fee-for-service basis. While this approach is not new to government, TASC is the first to consolidate such a wide array of administrative and support services into a single, agile enterprise. As an integral part of DOT and the U.S. government enterprise as a whole, we remain keenly committed to providing products and services that add value and reducing waste and redundancy on behalf of America's taxpayers.

Who Moved My Cheese?

Back by popular demand! A viewing of this brief but powerful 13-minute animated video along with a discussion of the theme -- CHANGE.

When: 2/6, 12:00 noon

Where: Nassif Room 6244

To Register: Call x69453

Baldrige Criteria Briefing

Have you heard of the Baldrige Criteria and wondered what it is? Well, wonder no more. Come to an informative session and learn :

- Who Malcolm Baldrige is, and why DOT cares;
- About organizational self-assessment's, the Malcolm Baldrige Quality Award and President's Quality Award;
- Why your organization would benefit from a Baldrige-based assessment; and
- What Team Excel is all about and what it has done over the past year.

When: Wed., 2/21, 12:00 noon

Where: Nassif Room 3328

To Register: Call x69453

Thrift Rates of Return

For the month of December:

<u>C Fund</u>	<u>F Fund</u>	<u>G Fund</u>
.50%	1.86%	.48%

For the last 12 months

(1/2000 – 12/2000):

<u>C Fund</u>	<u>F Fund</u>	<u>G Fund</u>
(9.14%)	11.67%	6.42%



**The way I see it, if you
want the rainbow, you
gotta put up with the rain.**

Dolly Parton

Please notify the center in advance if you need special accommodations for the programs below.



Career Connections Workshops

2/1 - Stress Management
 2/7 - Writing Winning Resumes
 2/13 - One DOT RAP w/ Randy Bergquist
 2/16 - Job Interviewing
 2/21 - Networking

Workshops will be held in PL-402. Space is limited. Call x69392 [TTY 67630] for the times and to register.



Worklife Programs

[Call x66389 or TTY 67630]

- Budgeting for Couples -- 2/6, 12-1:00 pm,
- Summer Camp Resource Fair -- 2/15, 11:30- :30 pm, DOT Eatery
- Summer Camp Resource Fair -- 2/20, 11:30-1:30 pm, FAA - room TBD
- Summer Camp Resource Fair -- 2/22, 11:30-1:30 pm, USCG Cafeteria
- Alzheimer's Seminar, 2/27, 12-1:00 pm, PL-402

Family and Medical Leave

Under the Family and Medical Leave Act of 1993 (FMLA), an employee is entitled to a total of 12 workweeks of unpaid leave during any 12-month period for:

- the birth of a child and care of the newborn;
- the placement of a child with the employee for adoption or foster care;
- the care of an employee's spouse, son or daughter, or parent with a serious health condition; and
- an employee's own serious health condition that makes him/her unable to perform the duties of his/her position.

An employee may substitute annual leave or sick leave, as appropriate, for unpaid leave under the Family and Medical Leave Act.

Improve Your Phone Skills

- Smile when answering or speaking on the phone.
- Plan what you want to say.
- Speak clearly.
- Adjust your speed to that of the caller.
- Use a low tone of voice.
- Be interested in what the caller is saying.
- Be knowledgeable about your organization.
- Treat the person on the other end of the phone as you would want to be treated.
- Follow through on all promises.
- Answer voice-mail messages in a timely manner.
- Do not use acronyms -- identify your organization by its full title.

Higher Pay for Information Technology Workers

The Office of Personnel Management (OPM) has established higher rates of basic pay for entry- and developmental-level computer specialists, computer engineers, and computer scientists covered by the General Schedule (GS) pay system throughout the Federal Government.

The purpose of these higher rates of pay is to help agencies address significant problems in recruiting information technology (IT) workers in today's highly competitive IT labor market. The new higher rates of pay were effective in January 2001 and apply to about 33,000 current Federal employees. The combined effect of these new higher pay rates and the anticipated across-the-board GS pay increase have produced overall net pay increases ranging from about 7 to 33 percent for most affected employees, depending on grade level.



Happy Valentine's Day

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